

Are you prepared for the PAYE Tax Year End?

We understand your day-to-day challenges; that is why we want to try to make your business life easier. We have prepared this guide to help you work more smartly and efficiently, giving you more time to do what you do best - grow your business. Moreover – if you are stuck, rest assured we always have real people to support you. Whenever you are stuck, there is a knowledgeable person just a call or email away.

This guide provides you with comprehensive, easy-to-follow instructions and screen illustrations to assist you in completing your PAYE Year End in good time.

The year-end procedures for Quick Payroll & HR outline the printing of relevant reports according to your auditor or company's requirements and backing up and restore procedures.

### **This guide includes**

- Printing hard copy reports for your own records.
- Creating a copy company for record purposes.
- Making proper backups.

Please note that all companies are required by law to submit their returns to the Receiver of Revenue, within 60 days after the start of the PAYE Filing season, unless otherwise specified by the Minister of Finance.

### **If you are stuck, we have your back** you

can contact our Support Team on:

Telephonic Support: +27(0) 10 203 4300 \ 086 172 6657

Email: [Support@easybiztech.co.za](mailto:Support@easybiztech.co.za)

## Quick payroll Year End Steps

**Step 1:** Make sure you are on version 2024/2 or later.

**Step 2:** Reinstating you employee from maternity leave.

**Step 3:** Run and clear exception report.

**Step 4:** Print all of you monthly statutory.

**Step 5:** Process your payslips for the period.

**Step 6:** Make a back-up.

**Step 7:** Do a pay period update into the year end.

**Step 8:** Make sure the exception report is still clear.

**Step 9:** Roll over a create your copy company.

**Step 10:** Update to the latest version of Quick Payroll which will be released 2024.

## Checklist

### Phase 1 – Completing the February pay period

#### 1. Click on Help...About

- Ensure that you process the Year End on Quick Payroll & HR **2024 Update 2 or later**.  
**Note:** Should you require an update, go to <https://easybiztech.co.za/product/quickpayroll-software/> and download our latest update.
- Ensure that you make a backup and run a Legislative Release from the ...File menu after updating your software.

#### 2. Go to Utility...System Status.

- Ensure that you make a backup and run a Legislative Release from the ...File menu after updating your software
- If you process multiple pay frequencies on the same company, e.g. Monthly and weekly employees, you will have to be in the final month and/or week of the tax year before you will be able to update into the Year End period.
- Ensure that you are in the final processing period of the Tax Year (i.e. February). Monthly Period 12, Weekly Period 52/53 and/or Fortnightly Period 26/27. Ensure that the number of Processed Employees is zero.
- If there are processed employees, go to Process...Clear Run Flags to ensure that all employees are Not Processed.

System Status
✕

**Total Employee Status**

Employees	2	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	2	Terminated Employees	0

**Users**

	Active	Open Batch
Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Monthly Status**

Current Period No.	12
Period End Date	29/02/2024
Month End Date	29/02/2024

**Weekly Status**

Current Period No.	
Period End Date	
Month End Date	

**Fortnightly Status**

Current Period No.	
Period End Date	
Month End Date	

**Employee Status**

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

**Tax Year**

Last Legislative Release Done for Tax Year 2023 - 2024

OK

### 3. Go to View...Statutory Reports...IRP5/IT3 (a) Exception Report.

- Print the IRP5/IT3 (a) Exceptions Report.
- Print the report for all employees.
- Select Both under the Print Status.

**Note:** Some of the exceptions can only be corrected in the last processing period, so we advise that you do not do a pay period update into the Year End period before these errors are all corrected. Should you be pressed for time to update into Year End, ensure that you make a copy company in the last pay period so that these errors can be corrected in your copy company at a later stage.

**Important:** Quick Payroll & HR allows you to continue with your Year End processing even though exceptions may be detected but will not allow you to generate the electronic tax certificate export file for employees with exceptions. If you decide to continue without correcting the exceptions first, you will have to make the necessary corrections at a later stage in BOTH your copy company and your live data being used for processing from March onwards.

\*Clear all the exceptions listed in this report before processing the final payroll run\*.

**Note:** For more information on the different levels of exceptions and the required corrections, please refer to the Exceptions Report Guide.

#### 4. \* Reinstating an employee that is on maternity leave\*.

- If you have any employees who will be on maternity leave during Year End, they must be reinstated in the last processing period of the year on their current Masterfile. This will ensure that the necessary tax adjustments are processed before issuing an IRP5/IT3 (a) Tax Certificate. Ensure that the employee's payslip has no values on it.
- After the year-end process is completed, you must remember to terminate them again. The termination must be processed in the first processing period of the new tax year.

#### 5. Go to Process...Payroll Run.

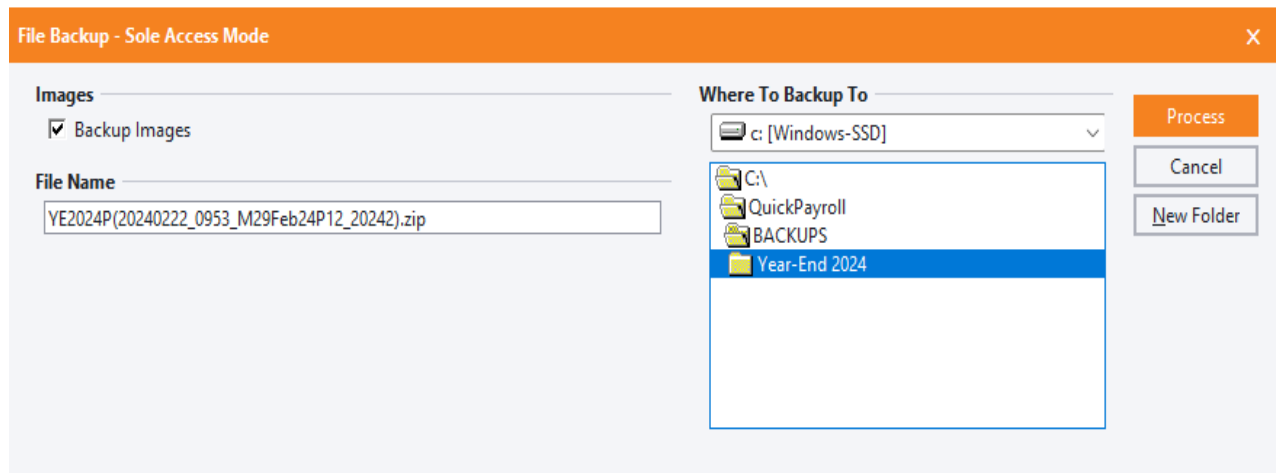
- Perform the final calculation and print your payslips in the last processing period by processing a Payroll Run.

#### 6. Click on View...Payroll Reports.

- Generate all your usual reports for the month ending February, i.e. EMP201, UIF Electronic Declaration, Periodic Variance, etc.
- It is recommended that you print a detailed Monthly Analysis report for the entire tax year.
- Click on View...Payroll Reports...Monthly Analysis and select to print a detailed report for the last 12 months. Include all employees and all transactions. This report will provide you with details of all processing done for the past tax year.

#### 7. Click on Process...Pay Period Update.

- Process a Pay Period Update.
- Quick Payroll & HR will prompt you to print an IRP5/IT3 (a) Exception Report before processing the Pay Period Update. It is recommended that this report is printed, and all exceptions corrected before closing the last processing periods for the tax year.
- You may select to print the report now and only correct the exceptions when your company is in the Year End period.
- Quick Payroll & HR will prompt you to make a backup  
**Important:** Quick Payroll & HR will not allow you to continue with the final Pay Period Update for the tax year unless you make a BACKUP of your company at this point. Making use of the backup functionality, create a directory called YEAR-END2024 and select to make the backup in the new directory. Specify a unique name for the backup.



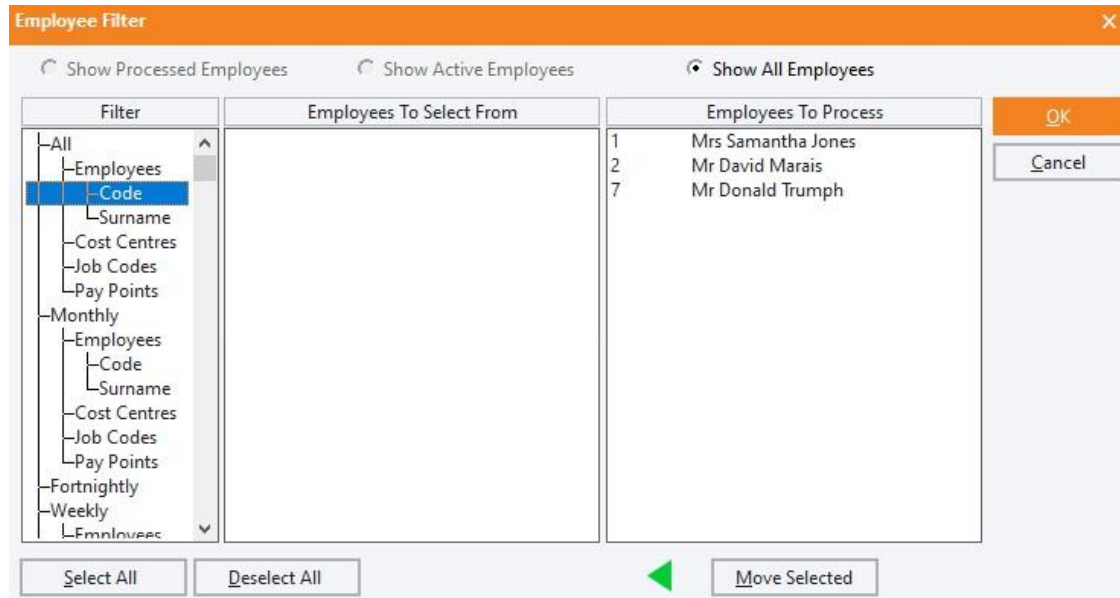
- **Note:** Please store your backup in a safe place. It is recommended that you make at least two backups, storing at least one on an external storage device (like a flash drive or CD) or a server.
- Proceed with the pay period update after the backup process has completed

## 8. Printing the IRP5/IT3(a) Electronic Certificates

\*\* Please ensure that you have run a legislative release and cleared all exceptions before processing the following steps.

Select **View...Statutory Reports...IRP5/IT3 (a) Electronic Certificates**.

The following screen is displayed:



Select **OK**.

In the First Certificate Number field, enter 00000001.

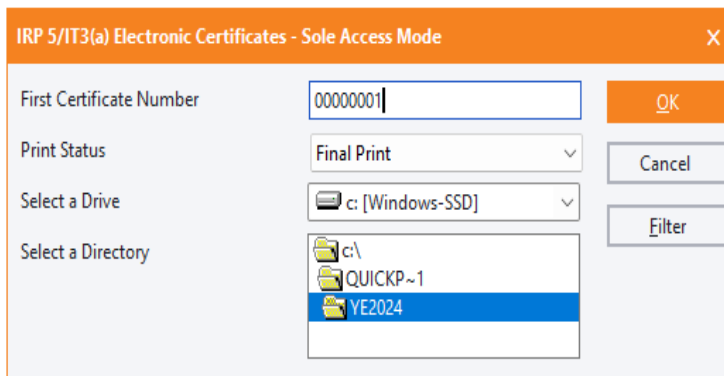
From the **Print Status** drop down menu, select the **Final Print** option.

Select your preferred folder to save the electronic file.

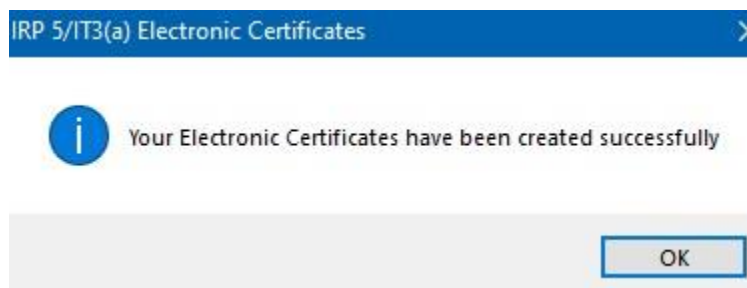
**Important:** *It is advisable to create a new folder for all the submission documentation and requirements.*

Select **OK**.

The following screen is displayed (The folder name may differ to that of the picture):



The following screen is displayed:



Select **OK**

## Phase 2 – Updating into the March pay period

### 9. Click on Utility...System Status.

- All the activate pay frequencies on your company should now be in the Year End period.



**System Status** ×

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**Total Employee Status**

Employees	2	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	2	Terminated Employees	0

**Monthly Status**      **Weekly Status**      **Fortnightly Status**

Current Period No.	Year End	Current Period No.		Current Period No.	
Period End Date		Period End Date		Period End Date	
Month End Date		Month End Date		Month End Date	

**Employee Status**

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

**Tax Year**  
Last Legislative Release Done for Tax Year 2023 - 2024

**Users**

Active	Open Batch
Admin	<input checked="" type="checkbox"/> <input type="checkbox"/>

OK

## We recommend that you do the following:

- **Process the Year End Update**, select to make a copy company and proceed with your March pay slip processing.
- You have 60 days after the start of the PAYE Filing Season in which you must finalize your employees' IRP5/IT3 (a) Tax Certificates and submit them, together with your completed EMP501 Reconciliation, to SARS.
- You will be able to finalize and produce the electronic IRP5/IT3 (a) Tax Certificates and EMP501 Reconciliation from the copy company created for the 2023/2024-tax year.

### 10. Click on **Process...Year End Update**.

- Process the Year End Update. This procedure will update your pay frequencies into the new Tax Year, i.e. March.

#### 10a **During the Year End Update process**

- When processing the Year End Update, Quick Payroll & HR will prompt you to make a BACKUP. It is important that this backup is made in a different directory from the February backup before continuing.
- Making use of the backup functionality, create a directory called Year End 202# and select to make the backup in the new directory. Specify a name for the backup. It will

default to YEND2024 (20240302\_1431\_28022024).zip for example.  Proceed with the year-end update after the backup process has completed.

## 10b Select to make a Copy Company.

- Enter a name for the copy company that is relevant to the Tax Year e.g. YEND2024. The electronic IRP5/IT3 (a) Tax Certificates and EMP501 Reconciliation will be generated in the copy company.
- Take note that the password for your copy company will be the same as your selected password at the time of making the copy

The screenshot shows a software window titled "Year End Assistant - Sole Access Mode" with a close button (X) in the top right corner. On the left side, there is a vertical progress bar with six steps: "Overview" (marked with a green checkmark), "Copy Company" (marked with a blue arrow), "Procedures", "In Progress", "Delete Employees", and "Finish". The main content area is titled "Copy Company Data" and contains the following text: "In addition to making a backup of your data, we suggest you copy the company data to another company." followed by "The new company must be kept for referral purposes, to the previous tax year. The year end update and ALL future processing must be done in the old company." Below this, it says "Indicate if you want to make a copy of your company data. If you do, please enter the new company name." There are two radio button options: "Copy company data" (which is selected) and "Do not copy company data". The "Copy company data" option has a text input field next to it containing the text "YEND2024". At the bottom of the window, there are three buttons: "Back", "Next" (highlighted in orange), and "Cancel".

## 10c Confirm Processes

- Confirm that you have done the following by selecting the applicable fields:
  - I have made a backup of my company data.
  - I have printed all the annual reports as indicated in my country's legislative document.

*(This process will be completed in your copy company at a later stage.)*

I have printed all the statutory certificates as indicated in my country's legislative document

*(This process will be completed in your copy company at a later stage.)*

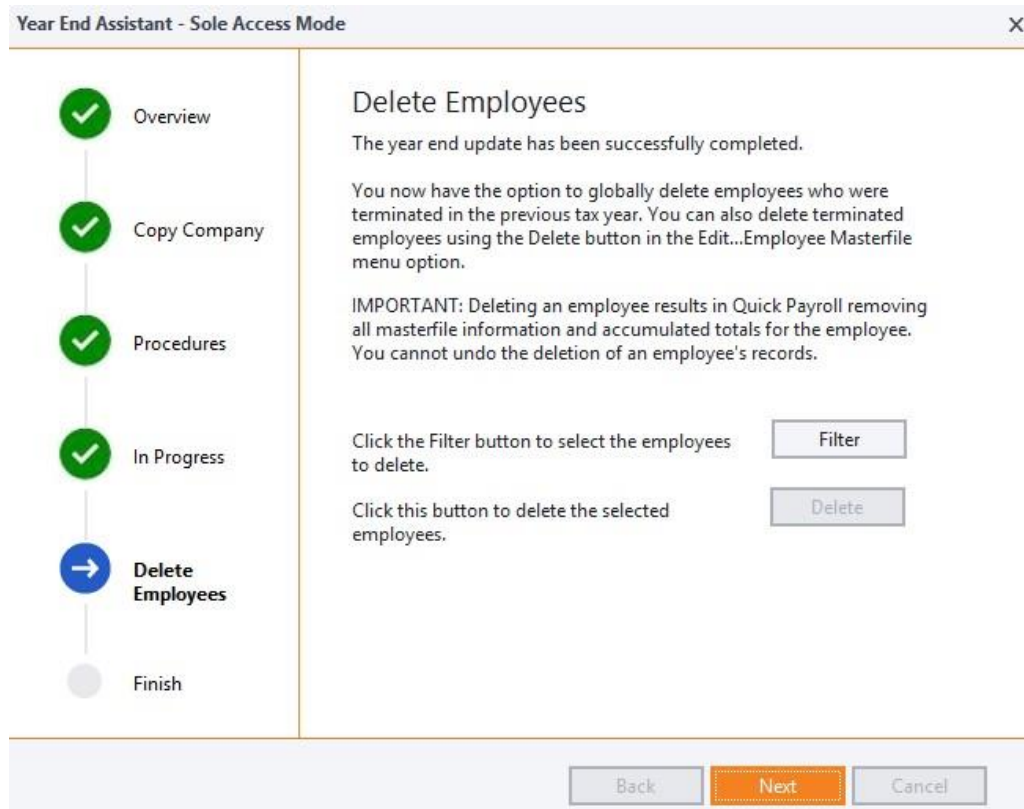
*Please refer to the image on the next page*



## 10d Delete Terminated Employees

- You may now select to delete any employees terminated during the tax year.
- Click on the Filter button.
- All the employees terminated during the tax year will be listed in the
- **Employees to Process** column on the right-hand side of the Employee Filter.
- The terminated employees that must be deleted should be selected in the Employees To Process' column on the right-hand side of the Employee Filter. Employees that should Not be deleted must be moved to the Employees to **'Select From'** column on the left-hand side of the Employee Filter.

- To move employees between the columns, select the employee/s and click on Move Selected Employees.
- Click OK to return to the previous screen. ○ Click the Delete button to delete the selected employees.



## 11. After the Year End Update process

- Once your company is in March (or period 1 of the new Tax Year), Click on Setup...Pay Frequencies.
- Ensure that the Fifth weeks and Third fortnights are indicated correctly for your Weekly and Fortnightly Pay Frequencies.
- Verify that the correct Public Holidays are on the Holidays Tab.

	Monthly: Period 1: End Date: 31/03/2021	Weekly: Period 1: End Date: 06/03/2021
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The Public Holidays for the year March 2024 to February 2025 will automatically be updated after you installed Quick Payroll & HR latest version, which will include the new income tax rates and legislative changes, announced during the annual budget speech. Alternatively, you can

amend the public holidays manually by editing the list displayed in Setup...Pay Frequencies...Holidays.

If you prefer to use a reference to a tax year in your company name, you may now click on File...Rename and select to rename your existing company for the new tax year. If you chose to rename your company, you cannot restore any backups previously made after you renamed the company.

## 12. Click on Edit...Employee Masterfile...Tax.

- Employees who had Tax Directives for the previous tax year will be reset to the Average Tax method once you have completed the year-end update.
- Your employees are required to apply for new tax directives.
- You are now ready to start processing for the new Tax Year.

### *Need more assistance?*

#### **Call Us 010 2023 4300**

We may experience high call volumes during the year-end period, you can e-mail us at [support@easybiztech.co.za](mailto:support@easybiztech.co.za) We will return your e-mail enquiry within 48 hours.

To ensure a prompt response, please include as much information as possible.

E.g. Your serial number\ Site Code, company name, name and surname, contact details, details of the problem you are experiencing, etc.